



**TRANSPORT ASSESSMENT
PROPOSED ARTIFICIAL GRASS PITCH,
THE HIGHFIELD SCHOOL,
LETCHWORTH GARDEN CITY**

**SURFACING STANDARDS LTD
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1. INTRODUCTION

INTRODUCTION

- 1.1 TPS Transport Consultants Ltd. (TPS) has been appointed by Surfacing Standards Ltd to prepare a Transport Assessment to support a planning application for the development of a 3G artificial grass pitch (AGP) on land at The Highfield School, Letchworth Garden City.

Site Location and Development Proposals

- 1.2 The site is located approximately 2km southwest of Letchworth Garden City town centre and is located on land which forms part of The Highfield School. The site is bound by St Thomas More Primary School to the north, residential dwellings east and south and Briar Patch Lane to the west. The site location is shown in **Figure 1.1** below, whilst the proposed site layout is provided at **Appendix A**.

Figure 1.1: Indicative Site Location



(Source: Google Maps)

- 1.3 The proposals will result in the replacement of an existing grass pitch to provide a fully floodlit 3G playing surface with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath. Although it is anticipated that the proposed AGP will be utilised as 2no. pitches, the facility has the pitch configurations to be subdivided into 4no.

5 v 5 playing pitches, with a hardstanding spectator area in the middle. Use of the site during the weekdays will be limited to The Highfield School only and then by community groups during weekday evenings and at weekends.

- 1.4 Pedestrian and vehicular access will continue to be taken from Highfield which runs north-south along the eastern boundary of the school. Internal road markings are provided to direct vehicles to a separate egress point, approximately 20m north of the access. Car parking is provided across the school site, which is capable of accommodating up to 124no. vehicles (including 9 accessible bays), as well as 16 bicycles.

PLANNING HISTORY

- 1.5 A planning application has been submitted (ref. 25/01830/FP) to which Hertfordshire County Council, in their role as the Local Highway Authority, have provided a consultation response and recommended the application be refused owing to insufficient evidence being submitted with the application, to allow a determination to be reached. A full copy of the consultation response is attached at **Appendix B** but in summary this requested that a Transport Statement and Travel Plan be submitted and then the Local Highway Authority would reconsider its recommendation.

REPORT STRUCTURE

- 1.6 Following this introductory section:
- **Section 2** describes the transport planning policy context within which the proposals will be assessed;
 - **Section 3** details the accessibility of the development site by non-car modes;
 - **Section 4** describes the existing highway network in the vicinity of the development and key routes to the site, with reference to historic road safety records;
 - **Section 5** summarises the anticipated vehicle trip generation associated with the development proposals;
 - **Section 6** considers the access, parking and servicing arrangements; and
 - **Section 7** offers a summary and conclusion.

2. POLICY REVIEW

INTRODUCTION

- 2.1 This section of the Transport Assessment identifies the policy context within which the development proposals have been assessed; it clearly demonstrates how the proposed development would contribute to the overarching principles of national and local transport policy.

NATIONAL POLICY CONTEXT

National Planning Policy Framework (NPPF – MHCLG, December 2024)

- 2.2 The revised National Planning Policy Framework was published in December 2024 and sets out the government's planning policies for England and how these are expected to be applied. It continues to encourage development through the planning system, with a presumption in favour of sustainable development. The key change in the most recent NPPF is the emphasis placed upon a vision-led approach, indeed Paragraph 109 states that "Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places."
- 2.3 The focus of development proposals should be to create a vision for the site and identify how that will be achieved, prioritising accessibility by sustainable modes through design whilst ensuring that "Any significant impacts from the development on the transport network (in terms of capacity and congestions), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach."
- 2.4 Paragraph 116 identifies that "Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios."
- 2.5 This Transport Assessment will demonstrate that the proposals take full advantage of existing facilities for sustainable travel locally. Furthermore, this Transport Assessment will demonstrate that the development proposals will not result in a significant traffic impact on the local road network, therefore, satisfying the requirements of NPPF.

LOCAL POLICY

North Hertfordshire Local Plan 2011-2031

- 2.6 The North Hertfordshire Local Plan seeks to address the key issues facing North Hertfordshire and will set a strategic vision and spatial strategy for the District over the period 2011 to 2031.
- 2.7 The spatial vision for North Hertfordshire is:
- “By 2031 North Hertfordshire will be an attractive and vibrant place where people will want to live, work and spend their leisure time.”*
- 2.8 A number of strategic objectives have been developed to provide a link between the spatial vision and the spatial strategy. Those relevant to the development proposals include:
- **ECON7** - Improve access to, maintain and make provision for new facilities including community, sports, leisure, health and cultural facilities, that meet the needs of all North Hertfordshire's communities; and
 - **ECON8** - Ensure all development is supported by the necessary provision of, or improvements to infrastructure, services and facilities in an effective and timely manner to make development sustainable and minimise its effect upon existing communities.
- 2.9 The following policies have been identified as relevant to the development proposals:
- **Policy SP1 – Sustainable Development in North Hertfordshire:** This Plan supports the principles of sustainable development within North Hertfordshire. We will:
 - a. Maintain the role of key settlements within and adjoining the District as the main focus for housing, employment and new development making use of previously developed land where possible;
 - b. Ensure the long-term vitality of the District's villages by supporting growth which provides opportunities for existing and new residents and sustains key facilities;
 - c. Grant planning permission for proposals that, individually or cumulatively:
 - i. deliver an appropriate mix of homes, jobs and facilities that contribute towards the targets and aspirations in this Plan;
 - ii. create high-quality developments that respect and improve their surroundings and provide opportunities for healthy lifestyle choices;
 - iii. provide the necessary infrastructure required to support an increasing population;

- iv. protect key elements of North Hertfordshire's environment including biodiversity, important landscapes, heritage assets and green infrastructure (including the water environment); and v. secure any necessary mitigation measures that reduce the impact of development, including on climate change; and
 - d. Support neighbourhood plans and other local planning initiatives where they are in general conformity with the strategic policies of this Local Plan.
- **Policy SP6 - Sustainable Transport:** We will deliver accessibility improvements and promote the use of sustainable transport modes insofar as reasonable and practicable. We will:
 - a. Comply with the NHDC Transport Strategy and the provisions of the Local Transport Plan and other supporting documents as relevant;
 - b. Encourage development in locations which enable sustainable journeys to be made to key services and facilities;
 - c. Work with Hertfordshire County Council, neighbouring authorities, Highways England and service providers to ensure that a range of sustainable transport options are available to all potential occupants or users. This may involve new or improved pedestrian, cycle and passenger transport (including rail and/or bus) links and routes;
 - d. Seek the earliest reasonable opportunity to implement sustainable travel infrastructure on Strategic Housing Sites and other development sites in order to influence the behaviour of occupiers or users, along with supporting Travel Plans in order that sustainable travel patterns become embedded at an early stage;
 - e. Assess development proposals against the parking standards set out in this Plan and having regard to relevant supplementary advice;
 - f. Require applicants to provide assessments, plans and supporting documents to demonstrate the safety and sustainability of their proposals; and
 - g. Protect existing rights of way, cycling and equestrian routes and, should diversion be unavoidable, require replacement routes to the satisfaction of the Council.

2.10 This Transport Assessment has been produced taking into account the overarching themes of both national and local policy guidance, which seeks to encourage development that is readily accessible by means other than the private car.

3. ACCESSIBILITY

INTRODUCTION

- 3.1 This section of the Transport Assessment describes the existing infrastructure that will facilitate and encourage users of the facility to walk, cycle or use public transport, rather than to travel by car.

ACTIVE TRAVEL OPTIONS

Pedestrian Access

- 3.2 The Institution for Highways and Transportation (IHT) offers guidance on walking distance by journey purpose, this is summarised in **Table 3.1** below.

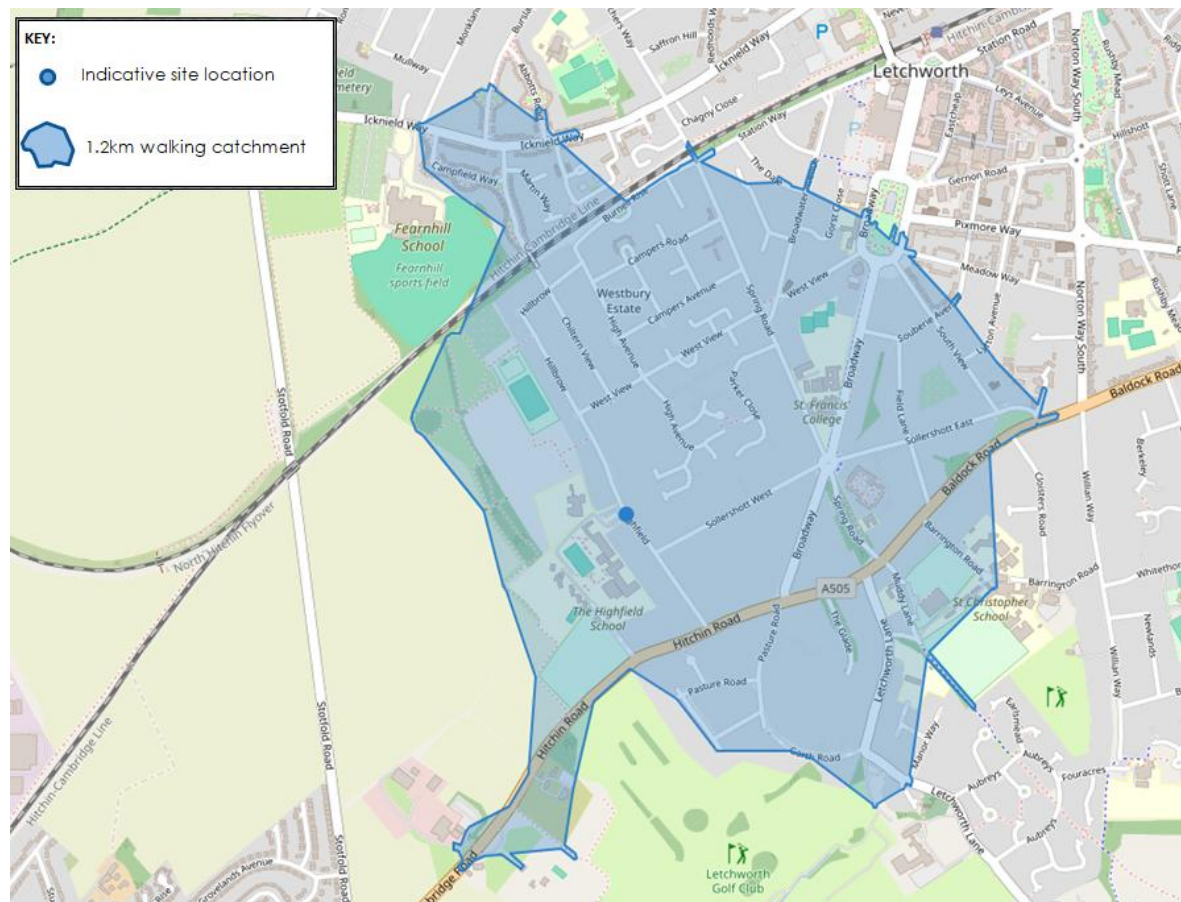
Table 3.1: Walking Distances by Journey Type

Criteria	Town Centres	Commuting / School	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1000m	800m
Preferred Maximum	800m	2000m	1200m

(Source: IHT)

- 3.3 As **Table 3.1** shows, a 1.2km catchment is the preferred maximum walking distance for 'elsewhere'. A 1.2km walking catchment of the site includes parts of Letchworth Garden City town centre and the surrounding residential areas to the north and east of the school. **Figure 3.1**, overleaf, illustrates a 1.2km walking catchment from the site.

Figure 3.1: 1.2km Walking Catchment



(Source: Open Street Map)

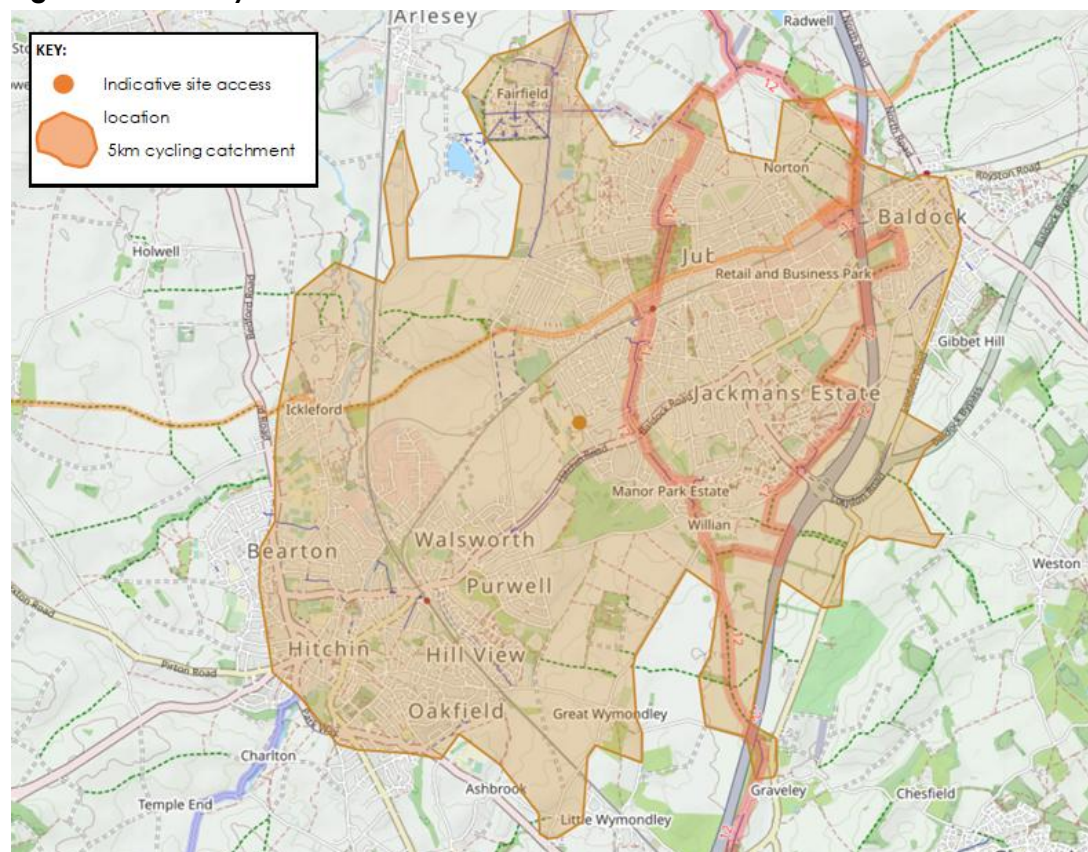
- 3.5 The proposed AGP is situated on land at The Highfield School, with access provided via the existing pedestrian entrance on the eastern boundary, from Highfield. Internally, pedestrian walkways run along the perimeter of the school buildings, ensuring direct access from the car park to the proposed AGP.
- 3.6 Highfield runs broadly north-south along the site's eastern boundary and has footways and street lighting on both sides, with residential dwellings taking direct frontage access along its length. Approximately 250m north of the site access, Highfield intersects with Hillbrow and West View at a priority T-junction.
- 3.7 From the school, Highfield extends south for approximately 350m before forming the minor arm of a priority T-junction with the A505 Hitchin Road. Along this route, Highfield has footways and street lighting on both sides, separated from the carriageway by a grass verge. Traffic calming measures in the form of speed humps are in place in the vicinity of the school and dropped kerbs are in place across the Highfield / Sollershott West junction, to the east.

- 3.8 At the junction with the A505 Hitchin Road, a refuge island comprising dropped kerbs and tactile paving is in place to support pedestrian movement east-west, along the A505. Approximately 40m west, a signalised pedestrian crossing c supports pedestrian movement north-south across the A505. Past this point, the A505 has a shared footway/cycleway to the north and footway to the south, with street lighting on both sides. To the east of the Highfield junction, the footways along the A505 are separated from the carriageway by a grass verge on both sides.

Cycle Access

- 3.9 Cycling can be a substitute for car trips, particularly those of up to 5km, as well as forming part of longer journeys by public transport. Cycling, therefore, plays an important role in reducing the need to travel by car. A 5km catchment of the site includes the entirety of Letchworth Garden City, Purwell and Willian, as well as parts of Hitchin, Oakfield and Baldock. **Figure 3.2**, below, illustrates a 5km cycle catchment from the site.

Figure 3.2: 5km Cycle Catchment



(Source: Open Cycle Map)

- 3.10 As can be seen in **Figure 3.2**, the closest National Cycle Network (NCN) Route is NCN Route 12, accessible in a 600m (2-minute) cycle via Broadway, to the east of the site. NCN Route

68 is a long-distance route which runs in sections between Enfield Lock in north London and Spalding via Stevenage, St Neots and Peterborough. Locally, this route runs from Stotfold to Stevenage via Letchworth Garden City and Baldock.

- 3.11 Additionally, the Garden City Greenway can be accessed from Hillbrow, approximately 550m north of the site access. The Garden City Greenway is a 21.8km circular route around Letchworth suitable for walking and cycling.
- 3.12 Given the large residential area within a 5km cycling catchment, it is expected that cycling would be an attractive option for users of the AGP, especially given the cycle storage facilities available at the school.

PUBLIC TRANSPORT

Bus Services

- 3.13 The closest bus stops to the site are located on Highfield, approximately 50-150m south of the site access, respectively. Both stops benefit from a flagpole, with the southbound stop also benefitting from timetable information.
- 3.14 Additional bus stops can be accessed on the A505 Hitchin Road, approximately 400m south of the site. Located on both sides of the carriageway, both stops benefits from a flag, pole, layby and timetable information, whilst the westbound stop also benefits from a shelter, seating and raised kerbs. **Figure 3.3**, overleaf, illustrates the location of the closest bus stops whilst **Table 3.2**, overleaf, provides a breakdown of the bus services available.

Figure 3.3: Bus Stop Locations



(Source: Google Maps)

Table 3.2: Bus Service Summary

Service	Bus Route	Approximate Headway			
		Weekday	First/Last Bus	Saturday	Sunday
Highfield					
98	Hitchin - Baldock	60 mins	06:41/18:06	60 mins	120 mins
A505 Hitchin Road					
37	Buntingford – Stevenage	120 mins	07:58/17:28	120 mins	-
97	Hitchin - Stotfold	60 mins	07:07/19:09	60 mins	120 mins
98	Hitchin - Baldock	60 mins	06:41/18:06	60 mins	120 mins

(Source: PT Operators)

- 3.15 As can be seen in **Table 3.2**, there are hourly services available Monday-Sunday, which give access to a number of local and regional destinations. It is, therefore, considered that travel by bus would be a viable option for those accessing the site from further afield.

Rail

- 3.16 The closest railway station is Letchworth Garden City, which is located approximately 1.9km northeast of the site and can be accessed in a 25-minute walk or a 6-minute bike ride.
- 3.17 Alternatively, this station can be accessed in a 10-minute bus journey using services operating along the A505 Hitchin Road. This station benefits from step-free access and provides 184 sheltered cycle stands. The station supports frequent services to Brighton, Cambridge and London Kings Cross via Baldock, Hitchin and Stevenage.

Summary

- 3.18 Overall, the site is within easy reach of surrounding residential areas on foot, by bike or public transport. It is considered that the current transport infrastructure offers accessible and sustainable alternatives within the vicinity of the proposed development site and, as such, the proposals are consistent with local and national policy objectives.

4. LOCAL HIGHWAY NETWORK

INTRODUCTION

- 4.1 This section of the Transport Assessment considers the nature of the existing highway network, and summaries the historic accident data for the area surrounding the site.

HIGHWAY NETWORK

- 4.2 A description is provided below of the local highway network in the immediate vicinity of the site; for ease, it is also shown in **Figure 4.1**, below.

Figure 4.1: Existing Highway Network



(Source: Google Maps)

- 4.3 Vehicular access to the site will be taken from Highfield on the western boundary, utilising the existing site access which is shared with St Thomas More Primary School, to the north of The Highfield School. Along its length, Highfield measures approximately 5m in width and is subject to a 30mph speed limit. Footways and street lighting are provided on both sides of the carriageway along its length. The carriageway also has traffic calming measures in the form of speed humps.

- 4.4 Along the access frontage, 'SCHOOL KEEP CLEAR' road markings are present and associated signage indicates that stopping on these markings is prohibited between 08:00 and 17:00 Monday to Friday, while parking is not permitted at any time. Single yellow line parking restrictions are in place on both sides of the carriageway, in the vicinity of the school. These restrict parking between between 08:00 and 17:00, Monday to Friday.
- 4.5 Approximately 250m north of the site access, Highfield meets Hillbrow and West View at a priority T-junction. Beyond this junction, Hillbrow and West View give access to the surrounding residential areas, to the north and east of the school.
- 4.6 From the site access, Highfield extends south for approximately 350m before forming the minor arm of a priority T-junction with the A505 Hitchin Road. Along this route, residential dwellings take direct frontage access on both sides, via private drives. At this junction, the Highfield arm benefits from a pedestrian refuge island with dropped kerbs and tactile paving. To the west of the junction, the A505 has a signalised pedestrian crossing comprising dropped kerbs and tactile paving to support pedestrian movement north-south. In both directions, the A505 is subject to a 30mph speed limit, with speed cameras in place to the east.

ROAD SAFETY

- 4.7 Accident data for the most recent 5-year period (2019 – 2023) has been obtained from www.crashmap.co.uk for the network surrounding the site. Crashmap offers a definitive map of the official road collision statistics. The accident study area is shown overleaf in **Figure 4.2**, overleaf.

Figure 4.2: Accident Locations



(Source: Crashmap)

- 4.8 As can be seen from **Figure 4.2**, one accident has been recorded within the vicinity of the site in the most recent 5-year period, which equates to an average of 0.2 accidents per year. This accident was recorded in 2022 and involved one car, resulting in one casualty suffering slight injuries.
- 4.9 With this in mind, it is considered that the development traffic can be accommodated on the local road network without exacerbating an existing highway safety issue. Furthermore, as will be discussed further in **Section 5**, the predicted uplift in trips associated with the proposals is not considered to be material and would be outside of the peak operational hours of the school, with the impact being significantly less than the impact of drop-off/pick-up of school children and arrival/departure patterns of staff.

5. TRIP GENERATION

INTRODUCTION

- 5.1 The proposals will result in the replacement of an existing area of open playing field to provide a fully floodlit 3G playing surface with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath. As previously mentioned, it is anticipated that the proposed AGP will be utilised as 2no. pitches, however, the facility has the pitch configurations to be subdivided into 4no. 5 v 5 playing pitches, with a hardstanding spectator area in the middle.
- 5.2 Use of the site during the weekdays will be limited to The Highfield School only and then by community users during weekday evenings and at weekends. On weekday evenings, it is expected that bookings would be taken from 16:00 onwards and, therefore, the development would not generate any vehicle movements until 15:45 onwards, for those arriving at the site to utilise the facility from 16:00. This section of the Transport Assessment will consider the trip generation associated with the development proposals.

TRIP GENERATION

- 5.3 Pitch usage information has been based on extensive experience of similar developments and the TRICS database has been interrogated to corroborate the likely number of trips that will be generated by the development proposals. During the daytime Monday-Friday, it is expected that use of the AGP will be limited to use by the school only, with the increase in use of the site taking place on weekday evenings and at weekends.
- 5.4 It should be noted that use of the AGP on weekday evenings is likely to have a limited impact on the operation of the local highway network, as trips to/from the site would be outside the peak hours of the local highway network and would not conflict with the peak drop-off/pick-up periods of the school. The AGP is expected to be used similarly on a Saturday and Sunday and, as such, the tables in this section include for a weekend day, rather than replicating the information for both Saturday and Sunday.
- 5.5 **Table 5.1**, overleaf, provides a breakdown of the maximum number of participants per pitch and the maximum number of participants in a single hour period, by pitch configuration. With regard to activities involving children, it has been assumed that children will be

dropped off by their parents, who will remain on site for the duration of the activity and then leave in the period following the activity finishing.

Table 5.1: Maximum Participant Numbers

Pitch	No. of Pitches	Breakdown per Team*	Participants per Pitch*	Participants in a single hour period
5v5	4	5 players and 2 subs	14	56

(Source: Consultant Calculation) *on average

5.6 It is typical for uses such as junior football that the coaches and officials are parents of children taking part in the activity and, therefore, would not be considered additional to the total number of participants. As can be seen in **Table 5.1**, the maximum number of participants in a single hour period if all pitches are in use is 56, associated with the 4no. 5v5 pitches. This takes account of 5 players per team, plus two substitutes per team. With this in mind, the following tables will assess the trip generating impact of the facility being used for 5v5 pitches, back-to-back, to demonstrate a worst-case scenario. However, it should be noted that the facility is anticipated to be utilised as 2no. pitches which would generate a lower number of vehicular trips.

5.7 Based on the total number of participants expected for each hour period across a typical operating day, it is possible to predict the person trip generation of the site. It has been assumed that participants will arrive in the hour period before their activity and depart in the hour period following their activity. **Table 5.2**, overleaf, outlines the likely two-way person trip generation of the 5v5 pitches, on the assumption that all four pitches will be in use at one time. On the basis that there are 14 participants per pitch (5 players and 2 substitutes), this results in 56 participants per hour slot and, when accounting for arrivals/departures, this results in 112 two-way person trips per hour.

Table 5.2: Total Person Trip Generation

Time Period	Weekday			Weekend		
	Arrival	Departure	Total	Arrival	Departure	Total
08:00-09:00	0	0	0	56	0	56
09:00-10:00	0	0	0	56	0	56
10:00-11:00	0	0	0	56	56	112
11:00-12:00	0	0	0	56	56	112
12:00-13:00	0	0	0	56	56	112
13:00-14:00	0	0	0	56	56	112
14:00-15:00	0	0	0	56	56	112
15:00-16:00	56	0	56	56	56	112
16:00-17:00	56	0	56	56	56	112
17:00-18:00	56	56	112	0	56	56
18:00-19:00	56	56	112	0	56	56
19:00-20:00	0	56	56	0	0	0
20:00-21:00	0	56	56	0	0	0

(Source: Consultant Calculation)

- 5.8 The information in **Table 5.2** demonstrates that the peak two-way person trip generation of the site will be occur each hour, between 17:00-19:00 on a weekday, and each hour between 10:00-17:00 on a weekend, based on the worst-case potential usage of the site.
- 5.9 Not all those travelling by car to the pitches will do so as a single occupant. To provide further assurance, interrogation of the TRICS database has been carried out to corroborate the likely number of trips generated by the development proposals and the resultant demand for parking. **Table 5.3**, below, shows the PM weekday peak hour trip rates (per pitch) and trip generation per pitch. The full TRICS output is attached at **Appendix C**.

Table 5.3: TRICS Vehicle Trip Rates and Trip Generation – 5-a-side Pitch – Development Peak Hour

	Weekday PM (17:00 – 18:00)		
	Arrival	Departure	Two-Way
Trip Rates	4.130	1.696	5.826
Trip Generation (per pitch)	4	2	6

(Source: TRICS Database)

- 5.10 **Table 5.3** illustrates that a typical 5-a-side pitch would generate some 6 two-way vehicle trips in the weekday peak hour. On the assumption that a typical 5-a-side team arrives with 6 players, which includes for 1 substitute, a likely multi-occupancy rate of 2 players per car

can be calculated. To demonstrate a worst-case scenario, an additional player has been attributed to each 5-a-side team, and the multi-occupancy rate of 2 player per car has been applied, resulting in 7 two-way vehicle trips per pitch.

- 5.11 This calculation does not account for spectator trips, however, many of the activities at the site are anticipated to be related to junior sport where it would be expected that parents/guardians would make up the majority of spectators and will have already brought their child by car. Therefore, them staying to watch their child and utilising a space in the car park has already been taken account of in the assessment. Applying the multi-occupancy rate of 2 players per car, **Table 5.4**, below, summarises the total vehicle trips (two-way) by hour/day as a consequence of the development proposals.

Table 5.4: Proposed Two-Way Vehicle Trip Generation

Time Period	Weekday			Weekend		
	Arrival	Departure	Total	Arrival	Departure	Total
08:00-09:00	0	0	0	28	0	28
09:00-10:00	0	0	0	28	0	28
10:00-11:00	0	0	0	28	28	56
11:00-12:00	0	0	0	28	28	56
12:00-13:00	0	0	0	28	28	56
13:00-14:00	0	0	0	28	28	56
14:00-15:00	0	0	0	28	28	56
15:00-16:00	28	0	28	28	28	56
16:00-17:00	28	0	28	28	28	56
17:00-18:00	28	28	56	0	28	28
18:00-19:00	28	28	56	0	28	28
19:00-20:00	0	28	28	0	0	0
20:00-21:00	0	28	28	0	0	0

(Source: Consultant Calculation)

- 5.12 As can be seen in **Table 5.4**, the peak two-way vehicle trip generation of the site is expected to occur between 17:00-19:00 on a weekday and between 10:00-17:00 on a weekend, where the AGP is expected to generate a maximum of 56 two-way vehicle trips. As previously mentioned, the operational peak hours during the week are not expected to coincide with the peak operating time of the local highway network or the peak operational hours of the school.

6. ACCESS, PARKING AND SERVICING

INTRODUCTION

- 6.1 This section of the Transport Assessment considers the proposed access arrangements, parking demand and likely parking accumulation associated with the development proposals, during the peak period of use. It also considers servicing of the development.

ACCESS

- 6.2 Pedestrian and vehicular access will continue to be taken from Highfield which runs north-south along the eastern boundary of the school. Internal road markings are provided to direct vehicles to a separate egress point, approximately 20m north of the access. Car parking is provided across the school site, which is capable of accommodating up to 124no. vehicles (including 9 accessible bays), as well as 16 bicycles.

PARKING DEMAND

Existing Demand

- 6.3 As previously discussed, pitch usage information has been based on extensive experience of similar developments and the TRICS database has been interrogated to corroborate the likely number of trips that will be generated by the development proposals.
- 6.4 Based on the information in Section 5, it is anticipated that at the busiest time, there may be a crossover between bookings, with players arriving for the start of one booking, before players of the preceding booking will depart. It is likely that players will arrive between 5-10 minutes before each booking and depart between 5-10 minutes after each booking and, therefore, the period of crossover and maximum demand is limited in each single hour period. As such, the greatest demand for parking occurs between 17:00-19:00 on a weekday and between 10:00-17:00 on a weekend, with a demand for 56 car parking spaces.
- 6.5 To demonstrate that the development proposals will not have an undue impact upon parking availability at the school and result in on-street car parking taking place within the vicinity of the site, a parking accumulation survey was undertaken on Monday 15th September 2025 between 14:00-20:00, to identify the level of existing parking at The Highfield School. This included a pre-survey count of The Highfield School car park to establish a base level of parking (112 vehicles), followed by an in/out count at the school access on Highfield.

The results of the parking survey are summarised in **Table 6.1**, below, whilst the full parking survey results are provided at **Appendix D**.

Table 6.1: Results of Monday 15th September 2025 Parking Accumulation Survey

Time	The Highfield School Car Park (124 Spaces)		
	In	Out	Accumulation
14:00	7	5	114
14:15	15	3	126
14:30	37	10	153
14:45	31	26	158
15:00	48	53	153
15:15	18	73	98
15:30	12	22	88
15:45	21	19	90
16:00	30	57	63
16:15	2	23	42
16:30	3	12	33
16:45	1	6	28
17:00	4	9	23
17:15	4	7	20
17:30	4	4	20
17:45	5	6	19
18:00	5	8	16
18:15	13	6	23
18:30	2	2	23
18:45	8	3	28
19:00	12	1	39
19:15	0	13	26
19:30	2	0	28
19:45	3	18	13

(Source: Consultant Calculation)

- 6.6 As can be seen above, the recorded number of vehicles accessing and egressing the site peaked between 14:45 and 15:00, with in excess of 150 vehicles on-site. This is a consequence of parents dropping off/picking up pupils and staff parking.
- 6.7 As set out in Section 5, the first bookings of the AGP are not expected to take place until 16:00 and, therefore, would not arrive on the site until 15:45. As can be seen above, at this time there was a maximum of 90 vehicles parked on the site and by 16:00 this further reduced to 63, suggesting that there is a large number of departures during this time.
- 6.8 As set out in Section 5, use of the AGP on weekday evenings is likely to have a limited impact on the operation of the local highway network, as trips to/from the site would be outside the peak hours of the local highway network and would not conflict with the peak drop-off/pick-up periods of the school which, as can be seen in **Table 6.1**, is between 14:30-15:00.

With this in mind, use of the proposed AGP is anticipated to take place from 16:00 onwards, to mitigate the risk of causing conflict with the school pick-up period.

- 6.9 Past 17:00, usage of The Highfield School car park peaked at 19:00, with 39 cars parked on site. This equates to an occupancy rate of 31.4% and demonstrates that there were 85 car parking spaces available.

Proposed Demand

- 6.10 For ease, the proposed two-way vehicle trip generation associated with the AGP (Table 5.4) has been combined with the existing parking accumulation survey data (Table 6.1) in **Table 6.2**, below, to demonstrate a worst-case scenario, if all four 5 v 5 pitches were in use back-to-back from 16:00 onwards on a weekday.

Table 6.2: Combined Parking Accumulation

Time	Existing Accumulation	Proposed AGP Accumulation	Combined Parking Accumulation
15:30	88	0	88
15:45	90	28	118
16:00	63	28	91
16:15	42	28	70
16:30	33	28	61
16:45	28	56	84
17:00	23	56	79
17:15	20	28	48
17:30	20	28	48
17:45	19	56	75
18:00	16	56	72
18:15	23	28	51
18:30	23	28	51
18:45	28	56	84
19:00	39	56	95
19:15	26	28	54
19:30	28	28	56
19:45	13	28	41

(Source: Consultant Calculation)

- 6.11 As can be seen in the combined parking accumulation provided in **Table 6.2**, the greatest demand for parking, which includes for parking associated with The Highfield School and the crossover period between sequential bookings of the AGP, occurs between 15:45-16:00, with a demand for 118 car parking spaces. Past 16:00, when the AGP is anticipated to be operational, the car parking accumulation peaks at 95 between 19:00-19:15. This equates to an occupancy rate of 76.6% and demonstrates that there were 29 car parking spaces available.

- 6.12 As such, it has been demonstrated that the existing car parking provision would be sufficient to accommodate the existing and proposed demand for car parking. The development proposals will not have an undue impact upon parking availability at the school and result in on-street car parking taking place within the vicinity of the site.

SERVICING

- 6.13 It is expected that refuse collection and servicing of the site will not be materially impacted by the proposed development and will continue to take place as existing, with refuse vehicles entering and egressing the site from Highfield on the eastern boundary.

7. SUMMARY & CONCLUSIONS

SUMMARY

7.1 This Transport Assessment has been prepared on behalf of Surfacing Standards Ltd, to accompany a planning application for the construction of a fully floodlit 3G playing surface, to be used by The Highfield School and other community groups. The following summarises the key findings:

- The proposals have been demonstrated to accord with both national and local transport policy, being in a sustainable and accessible location that is well connected with regards to opportunities for walking, cycling and public transport;
- An analysis of historic accident data suggests that there are no historic accident trends that might be exacerbated by the addition of development traffic;
- Once operational, it is anticipated that the development would generate a maximum of 56 additional two-way vehicle trips during the cross-over period between sequential bookings of the AGP. The PM weekday peak would not coincide with that of the local highway network;
- The assessment is particularly robust as it considers the most intensive use of the AGP and demonstrates a worst-case scenario; and
- It has been demonstrated that the parking provision at the development is sufficient to cater for the forecast demand associated with the proposed AGP.

CONCLUSION

7.2 Given the above, it is considered that the proposals will not result in a 'severe residual cumulative impact' (the test set out in NPPF); indeed, they will be complementary to the prevailing policy agenda.



TPS Transport Consultants Ltd

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Web: www.tpsconsultants.co.uk

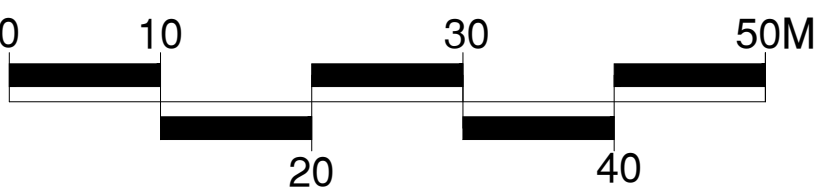
REPORT APPENDICES

Appendix A

Indicative Site Layout

The Highfield School

Creation of an Artificial Grass Pitch



**SSL**
Surfacing Standards Limited

CONSULTANTS
Surfacing Standards LTD
Office: 2, Enterprise House,
Aston Road, Loughborough, LE19 9NY
(01530 400172)

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DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.
2. THIS DRAWING IS COPYRIGHT TO SURFACING STANDARDS LTD.
3. ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS
RETAINED IN THE SITE MANAGERS OFFICE.

-  Artificial Turf Playing Area
-  Footpaths & Hard Standing Areas
-  4.0m High Acoustic Fence Line
-  4.5m High Fence Line
-  2.0m High Fence Line
-  1.2m High Fence Line

Notes:
Line markings to accommodate:
2Nr. 5v5 37x27m (white)
4Nr. Informal 27x17m (red)

2m protective fence line to protect spectators/ players between pitches

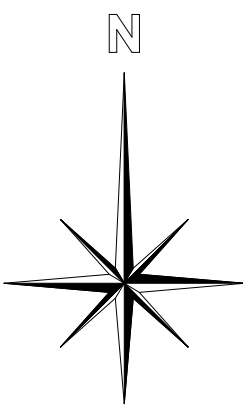
Storage container for maintenance equipment

Goal storage area to accommodate various sports equipment

Goal storage area to accommodate various sports equipment

Hard standing spectator area with 1.2m protective fence line

4.0m high acoustic fencing



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PLANNING ISSUE

REV

DESCRIPTION

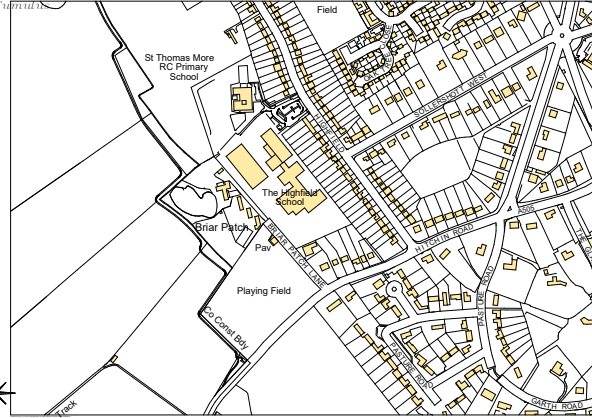
ME

CK

30/05/25

DATE

**Surfacing Standards Limited**
SPORTS PITCH CONSULTANTS



AUTHOR

ME

TITLE

The Highfield School
Creation of an Artificial Grass Pitch
Proposed Site Plan

PROJECT

SSL3394

SCALE

1:500

SIZE

A1

DRAWING No

03

REVISION

00

Appendix B

Highways Consultation Response



Mark Youngman
Development Management Group Manager
Hertfordshire County Council
Postal Point CHN115
Farnham House
Six Hills Way
Stevenage
SG1 2ST

Response to Planning application from Hertfordshire County Council (T and CP GDP Order 2015)

Director of Planning

North Hertfordshire Council
Council Offices
Gernon Road
Letchworth Garden City
Hertfordshire
SG6 3JF

District ref: 25/01830/FP
HCC ref: NH/25883/2025
HCC received: 28 July 2025
Area manager: Manjinder Sehmi
Case officer: Geoffrey McMahon

Location

Highfield School , Highfield, Letchworth Garden City, Hertfordshire, SG6 3QA

Application type

Full Application

Proposal

Full Planning Permission : Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath

Recommendation

Notice is given under article 22 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 that Hertfordshire County Council as Highway Authority recommends that permission be refused because the application has provided insufficient information to allow a determination to be reached.

COMMENTS:

Site

Highfield is an unclassified road having a local access function in the road hierarchy. The speed limit is 30 mph and there has been one minor collision in the road during a five-year rolling period.

Policy Review

The key documents used to assess the application are:

- Manual for Streets 2007
- National Planning Policy Framework (December 2024)
- Hertfordshire County Council's (HCC) Local Transport Plan-4 (2018-2031, May 2018)
- Place & Movement Planning & Design Guidance for Hertfordshire (March 2024)
- NHDC Local Plan 2011-2031

Drawings

The Highway Authority notes the submission of documents to support the proposal including Drawing Nos SSL3394-03 (Proposed Site Plan), SSL3394-04 (Proposed AGP Plan), SSL3394-05 (Proposed Elevation), Appendix C (Sports Lighting Statement Second Issue) and a Design and Access with Planning Statement.

History

An application for a new secondary school building (13/02867/1) was made on 25/11/2013 and granted on appeal on 12/01/2015.

HIGHWAY IMPACTS

The Highway Authority notes the preponderance of neighbours' objections citing existing traffic congestion at school drop-off and collection times, and the prospect of this being extended into the evenings and weekends by the proposed development. Given the nature of the proposal—its impact on a school site and the possible implications for local traffic patterns—the Highway Authority would expect it to be supported by a comprehensive Transport Statement. Furthermore, this should be complemented by a robust Travel Plan to ensure sustainable and coordinated transport arrangements.

The previous appeal decision was subject to Condition 10 which read: *the development hereby permitted shall not be operated other than in accordance with the measures set out in the School Travel Plan (dated 14 November 2013) including the introduction of a car park management scheme, the details of which shall previously have been submitted to and approved in writing by the local planning authority.* It is therefore recommended that the Travel Plan and car parking scheme be reviewed in the context of the current application, so that they can be updated to reflect the expected increase in trip generation.

The Highway Authority would be prepared to reconsider its recommendation on receipt of a Transport Statement and Travel Plan as specified above.

Signed

Geoff McMahon

18 August 2025

Appendix C

TRICS Output

Calculation Reference: AUDIT-640801-240617-0646

TRIP RATE CALCULATION SELECTION PARAMETERS:

Land Use : 07 - LEISURE
Category : L - FOOTBALL (5-a-side)
TOTAL VEHICLES

<u>Selected regions and areas:</u>		
06	WEST MIDLANDS	
	WM WEST MIDLANDS	1 days
07	YORKSHIRE & NORTH LINCOLNSHIRE	
	YO YORK	1 days
10	WALES	
	CF CARDIFF	1 days

This section displays the number of survey days per TRICS® sub-region in the selected set

Primary Filtering selection:

This data displays the chosen trip rate parameter and its selected range. Only sites that fall within the parameter range are included in the trip rate calculation.

Parameter:

Number of pitches

Actual Range:

5 to 11 (units:)

Range Selected by User:

2 to 18 (units:)

Parking Spaces Range: All Surveys Included

Public Transport Provision:

Selection by: Include all surveys

Date Range: 01/01/16 to 24/09/22

This data displays the range of survey dates selected. Only surveys that were conducted within this date range are included in the trip rate calculation.

Selected survey days:

Tuesday

1 days

Wednesday

1 days

Friday

1 days

This data displays the number of selected surveys by day of the week.

Selected survey types:

Manual count

3 days

Directional ATC Count

0 days

This data displays the number of manual classified surveys and the number of unclassified ATC surveys, the total adding up to the overall number of surveys in the selected set. Manual surveys are undertaken using staff, whilst ATC surveys are undertaken using machines.

Selected Locations:

Edge of Town 3

This data displays the number of surveys per main location category within the selected set. The main location categories consist of Free Standing, Edge of Town, Suburban Area, Neighbourhood Centre, Edge of Town Centre, Town Centre and Not Known.

Selected Location Sub Categories:

Industrial Zone

1

Residential Zone

1

No Sub Category

1

This data displays the number of surveys per location sub-category within the selected set. The location sub-categories consist of Commercial Zone, Industrial Zone, Development Zone, Residential Zone, Retail Zone, Built-Up Zone, Village, Out of Town, High Street and No Sub Category.

Inclusion of Servicing Vehicles Counts:

Servicing vehicles Included

X days - Selected

Servicing vehicles Excluded

3 days - Selected

Secondary Filtering selection:

Use Class:

F2(c) 3 days

This data displays the number of surveys per Use Class classification within the selected set. The Use Classes Order (England) 2020 has been used for this purpose, which can be found within the Library module of TRICS®.

Population within 500m Range:

All Surveys Included

Secondary Filtering selection (Cont.):

Population within 1 mile:

10,001 to 15,000	1 days
20,001 to 25,000	1 days
25,001 to 50,000	1 days

This data displays the number of selected surveys within stated 1-mile radii of population.

Population within 5 miles:

125,001 to 250,000	1 days
250,001 to 500,000	2 days

This data displays the number of selected surveys within stated 5-mile radii of population.

Car ownership within 5 miles:

1.1 to 1.5	2 days
1.6 to 2.0	1 days

This data displays the number of selected surveys within stated ranges of average cars owned per residential dwelling, within a radius of 5-miles of selected survey sites.

Travel Plan:

No	3 days
----	--------

This data displays the number of surveys within the selected set that were undertaken at sites with Travel Plans in place, and the number of surveys that were undertaken at sites without Travel Plans.

PTAL Rating:

No PTAL Present	3 days
-----------------	--------

This data displays the number of selected surveys with PTAL Ratings.

LIST OF SITES relevant to selection parameters

1	CF-07-L-01	GÔL CENTRES	CARDIFF
	LAWRENNY AVENUE		
	CARDIFF		
	LECKWITH		
	Edge of Town		
	Residential Zone		
	Total Number of pitches:	11	
	Survey date: FRIDAY	27/09/19	Survey Type: MANUAL
2	WM-07-L-01	POWERLEAGUE	WEST MIDLANDS
	PARK ROAD		
	HALESOWEN		
	Edge of Town		
	Industrial Zone		
	Total Number of pitches:	7	
	Survey date: WEDNESDAY	29/11/17	Survey Type: MANUAL
3	YO-07-L-01	PLAY FOOTBALL	YORK
	STIRLING ROAD		
	YORK		
	CLIFTON MOOR		
	Edge of Town		
	No Sub Category		
	Total Number of pitches:	5	
	Survey date: TUESDAY	10/05/22	Survey Type: MANUAL

This section provides a list of all survey sites and days in the selected set. For each individual survey site, it displays a unique site reference code and site address, the selected trip rate calculation parameter and its value, the day of the week and date of each survey, and whether the survey was a manual classified count or an ATC count.

TRIP RATE for Land Use 07 - LEISURE/L - FOOTBALL (5-a-side)
TOTAL VEHICLES
 Calculation factor: 1 PITCH
 BOLD print indicates peak (busiest) period

Time Range	ARRIVALS			DEPARTURES			TOTALS		
	No. Days	Ave. PITCH	Trip Rate	No. Days	Ave. PITCH	Trip Rate	No. Days	Ave. PITCH	Trip Rate
00:00 - 01:00									
01:00 - 02:00									
02:00 - 03:00									
03:00 - 04:00									
04:00 - 05:00									
05:00 - 06:00									
06:00 - 07:00									
07:00 - 08:00									
08:00 - 09:00	2	9	0.611	2	9	0.111	2	9	0.722
09:00 - 10:00	2	9	3.500	2	9	0.556	2	9	4.056
10:00 - 11:00	2	9	0.333	2	9	0.222	2	9	0.555
11:00 - 12:00	2	9	0.167	2	9	0.222	2	9	0.389
12:00 - 13:00	2	9	0.222	2	9	0.333	2	9	0.555
13:00 - 14:00	2	9	0.333	2	9	0.444	2	9	0.777
14:00 - 15:00	2	9	0.667	2	9	2.611	2	9	3.278
15:00 - 16:00	3	8	1.435	3	8	1.696	3	8	3.131
16:00 - 17:00	3	8	2.609	3	8	0.652	3	8	3.261
17:00 - 18:00	3	8	4.130	3	8	1.696	3	8	5.826
18:00 - 19:00	3	8	4.870	3	8	3.348	3	8	8.218
19:00 - 20:00	3	8	3.217	3	8	3.304	3	8	6.521
20:00 - 21:00	3	8	2.435	3	8	5.870	3	8	8.305
21:00 - 22:00	3	8	0.130	3	8	3.870	3	8	4.000
22:00 - 23:00	3	8	0.000	3	8	0.348	3	8	0.348
23:00 - 24:00	1	7	0.000	1	7	0.000	1	7	0.000
Total Rates:			24.659			25.283			49.942

This section displays the trip rate results based on the selected set of surveys and the selected count type (shown just above the table). It is split by three main columns, representing arrivals trips, departures trips, and total trips (arrivals plus departures). Within each of these main columns are three sub-columns. These display the number of survey days where count data is included (per time period), the average value of the selected trip rate calculation parameter (per time period), and the trip rate result (per time period). Total trip rates (the sum of the column) are also displayed at the foot of the table.

To obtain a trip rate, the average (mean) trip rate parameter value (TRP) is first calculated for all selected survey days that have count data available for the stated time period. The average (mean) number of arrivals, departures or totals (whichever applies) is also calculated (COUNT) for all selected survey days that have count data available for the stated time period. Then, the average count is divided by the average trip rate parameter value, and multiplied by the stated calculation factor (shown just above the table and abbreviated here as FACT). So, the method is: COUNT/TRP*FACT. Trip rates are then rounded to 3 decimal places.

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Parameter summary

Trip rate parameter range selected:

5 - 11 (units:)

Survey date range:

01/01/16 - 24/09/22

Number of weekdays (Monday-Friday):

3

Number of Saturdays:

0

Number of Sundays:

0

Surveys automatically removed from selection:

0

Surveys manually removed from selection:

0

This section displays a quick summary of some of the data filtering selections made by the TRICS® user. The trip rate calculation parameter range of all selected surveys is displayed first, followed by the range of minimum and maximum survey dates selected by the user. Then, the total number of selected weekdays and weekend days in the selected set of surveys are show. Finally, the number of survey days that have been manually removed from the selected set outside of the standard filtering procedure are displayed.

Appendix D

Parking Survey Data

HIGHFIELD SCHOOL, LETCHWORTH GARDEN CITY CAR PARK COUNT

MONDAY 15 SEPTEMBER 2025

In							Out							Occ.
Time	Car	LGV	OGV	M/C	PSV	Total	Car	LGV	OGV	M/C	PSV	Total		
14:00	6	1	0	0	0	7	5	0	0	0	0	5	112	
14:15	15	0	0	0	0	15	3	0	0	0	0	3	114	
14:30	37	0	0	0	0	37	10	0	0	0	0	10	126	
14:45	30	1	0	0	0	31	26	0	0	0	0	26	153	
15:00	48	0	0	0	0	48	51	2	0	0	0	53	158	
15:15	18	0	0	0	0	18	73	0	0	0	0	73	153	
15:30	12	0	0	0	0	12	22	0	0	0	0	22	98	
15:45	18	3	0	0	0	21	19	0	0	0	0	19	88	
16:00	29	1	0	0	0	30	54	3	0	0	0	57	90	
16:15	2	0	0	0	0	2	22	1	0	0	0	23	63	
16:30	3	0	0	0	0	3	12	0	0	0	0	12	42	
16:45	1	0	0	0	0	1	6	0	0	0	0	6	33	
17:00	4	0	0	0	0	4	8	1	0	0	0	9	28	
17:15	4	0	0	0	0	4	7	0	0	0	0	7	23	
17:30	4	0	0	0	0	4	4	0	0	0	0	4	20	
17:45	4	0	0	1	0	5	6	0	0	0	0	6	20	
18:00	5	0	0	0	0	5	8	0	0	0	0	8	19	
18:15	12	1	0	0	0	13	5	1	0	0	0	6	16	
18:30	2	0	0	0	0	2	2	0	0	0	0	2	23	
18:45	8	0	0	0	0	8	3	0	0	0	0	3	23	
19:00	11	1	0	0	0	12	1	0	0	0	0	1	28	
19:15	0	0	0	0	0	0	13	0	0	0	0	13	39	
19:30	2	0	0	0	0	2	0	0	0	0	0	0	26	
19:45	3	0	0	0	0	3	17	1	0	0	0	18	28	
Total	278	8	0	1	0	287	377	9	0	0	0	386	13	

14:00 - 110 + 1 LGV + 1 PSV = 112.

20:00 - 11 + 1 M/C + 1 PSV = 13.